

GRANBY PUBLIC SCHOOLS

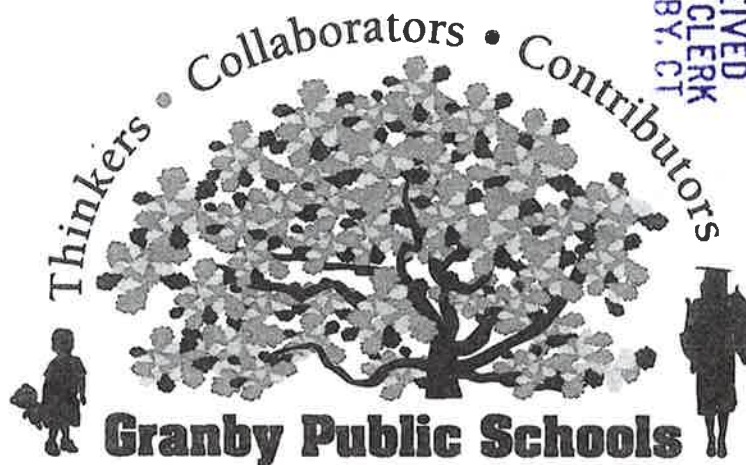
AGREEMENT

between the

GRANBY BOARD OF EDUCATION

and the

GRANBY EDUCATION ASSOCIATION



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EFFECTIVE JULY 1, 2018 - JUNE 30, 2021

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ARTICLE I

RECOGNITION

A. **Exclusive Agent**

The Granby Board of Education (hereinafter referred to as the Board") recognizes the Granby Education Association (hereinafter referred to as the "Association") for the purpose of professional negotiations, as the exclusive bargaining agent for that group of professional employees who hold a certificate or durational shortage area permit ("DSAP") issued by the State Board of Education under the provisions of Sections 10-144 to 10-149, inclusive, and are employed by the Granby Board of Education in positions requiring such a certificate or durational shortage area permit and who are not included in the administrators' unit or excluded from the purview Connecticut General Statutes §10-153a through 10-153n, inclusive, other than temporary substitutes.

B. **Definition**

Unless otherwise indicated, the term "teacher" when used hereinafter shall refer to all employees covered by this Agreement.

C. **Salary Schedule**

The salary schedule to be in effect for the term of this Agreement, which may not be modified other than by mutual agreement of the parties hereto, is set forth in Appendix C.

D. **Dues and Deductions**

The Board agrees to deduct from the salaries of its employees dues and fees for the negotiated life, accident, health premiums, credit union, state income tax, 403b and 457b retirement plans, and other government-approved deferred compensation plans. It will be the responsibility of the Association to inform professional employees in the Granby education system regarding authorization of deductions by the Board. It becomes the responsibility of the individual employee to authorize the Board to make deductions through the Business Office. Changes in deductions can be made at any time during the year.

403(b) Plan investment providers shall be administered by a Third Party Administrator "TPA". All employees are entitled to participate in the Plan and may enter at any time. The 403(b) Plan investment providers are selected by the Vendor Selection Committee (a committee comprised of representatives from each employee union) and subject to approval by the Association. The written 403(b) Plan Document shall be approved by the Board. The Board may limit the total number of providers but no less than eight will be available for selection.

E. **Service Fee Deduction**

1. **Conditions of Continued Employment**

All teachers employed by the Board shall, as a condition of continued employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration, and grievance

adjustment. The Association shall annually provide the Board with a cost analysis justifying the proportion of Association dues established as a service fee. Procedures governing the deduction of service fees shall comport with all applicable legal and constitutional requirements.

2. Deductions

The Board agrees to deduct from the salary of each teacher, an amount equal to the Association membership dues or service fee by means of payroll deductions. The amount of the deduction from each paycheck for membership dues shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of the deduction for service fees from each paycheck shall be equal to the total service fee divided by the number of paychecks from and including the first paycheck in January through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board prior to the opening of school each year. The amount of service fee shall be certified by the Association to the Board prior to January 1 of each school year.

3. Subsequent Employment

Those teachers whose employment commences after the start of the school year shall pay a pro-rata amount equal to the percentage of the remaining school year.

4. Forwarding of Monies

The Board agrees to forward to the Association each month a check for the amount of money deducted during that month.

5. Lists

No later than the first paycheck in October of each school year, the Board shall provide the Association with a list of all bargaining unit members. The Board shall notify the Association monthly of any changes in said list.

6. Save Harmless

The Association shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, counsel fees, or other costs which may arise out of, or by reason of, actions taken by or against the Board as a result of administration of the dues deduction and service fee deduction.

ARTICLE II
BOARD PREROGATIVES

It is recognized that the Board has and will continue to retain, whether exercised or not, the sole right, responsibility and prerogative to direct the operation of the public schools in the Town of Granby in all its aspects including, but not limited to, the following:

- A. To maintain public elementary and secondary schools and such other educational activities as in its judgment will best serve the interests of the Town of Granby;
- B. To give the children of Granby as nearly equal advantages as may be practicable;
- C. To decide the need for school facilities;
- D. To determine the care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes;
- E. To determine the number, age and qualifications of the pupils to be admitted into each school;
- F. To employ, assign and transfer teachers;
- G. To suspend or dismiss the teachers of the schools in the manner provided by State Statute and Board policy and, in the case of DSAP teachers, as permitted by law;
- H. To designate the schools which shall be attended by the various children within the town;
- I. To make such provisions as will enable each child of school age residing in the town to attend school for the period required by law and provide for the transportation of children wherever it is reasonable and desirable;
- J. To prescribe rules for the management, studies, classification, and discipline for the public schools;
- K. To decide hard copy and on-line texts to be purchased;
- L. To make rules for the arrangement, use and safe-keeping of school libraries and to approve the books selected therefore and to approve plans for school buildings;
- M. To prepare and submit budgets to the Town Meeting and, in its sole discretion, expend monies appropriated by the Town for the maintenance of the schools; and,
- N. To make such transfers of funds within the appropriated budget as it shall deem desirable.

These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement. No action taken by the Board with respect to such rights, responsibilities and prerogatives shall be subject to the arbitration provision of this Agreement, except as may otherwise be provided in this Agreement.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definition

1. "Grievance" shall mean a complaint by an employee that his/her rights under the specific language of this Agreement have been violated, or that as to him/her there is a misinterpretation or misapplication of the specific provisions of this Agreement. In addition, "grievance" shall mean a complaint by an employee that an event or condition has affected his/her welfare or condition of employment. DSAP teachers may be permitted to grieve termination of employment or non-renewal of employment, however, this grievance shall end at Level 3 - Board of Education.
2. "Employee" shall mean either (a) an individual employee or (b) a group of employees having the same grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representative as provided herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.

B. Procedure

1. Since it is important that grievances or disputes be processed as rapidly as possible, the number of days indicated at each level should be considered as the maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed on or after June 1, the time limits set forth herein shall be reduced so that the grievance procedures may be exhausted prior to the end of the school term or as soon thereafter as is practicable. The term "business day" shall be substituted for the term "school day".
 - a. Level 1 - Principal or Immediate Supervisor
 - i. An employee and an Association representative (if an employee so desires) shall first discuss the problem with the school official serving as his/her immediate Superior (Supervisor or Principal). If the matter is not satisfactorily adjusted within two school days, the employee shall submit it in writing within five (5) school days thereafter to his/her immediate superior, above, for a satisfactory adjustment.
 - ii. Such immediate superior may request a meeting with the employee and an Association representative (if the employee so desires) prior to making his/her decision, but in any event he/she must render his/her decision in writing, with copies to the employee and the Association within five (5) school days of the grievance submission.

b. Level 2 - Superintendent

- i. Failing satisfactory settlement within such time limit, the aggrieved employee may, within five (5) school days of such written decision, appeal in writing to the Superintendent or his/her designated representative, and such writing shall set forth specifically the act or condition on which the grievance was based in Level One, above (level one of procedure), and the grounds upon which the appeal is based.
- ii. The Superintendent and/or his/her representative shall meet with the employee and an Association representative (if requested by the employee) within ten (10) school days of the receipt by him/her of such appeal, and shall give his/her decision in writing to the employee and the Association within ten (10) school days of such meeting.

c. Level 3 - Board of Education

- i. In the event that the aggrieved employee is not satisfied with the disposition of his/her grievance under Level Two above, or in the event no decision has been rendered within ten (10) school days after he/she has met with the Superintendent, he/she may file a written grievance, indicating such dissatisfaction, with the President of the Association (or chairperson of such other Association committee established to administer the grievance procedure) within five (5) school days after a decision by the Superintendent or fifteen (15) school days after he/she has met with the Superintendent, whichever is sooner.
- ii. Within five (5) school days after receiving the written grievance, the President of the Association (or Chairperson of such other Association committee established to administer the grievance procedure) shall refer it to the Board.

Within ten (10) school days after receiving the written grievance, the Board or a committee thereof shall meet with the aggrieved employee and an Association representative (if requested by the employee) for the purpose of resolving the grievance. However, the ultimate decision of the grievance at this point shall be rendered by the Board within ten (10) school days of the meeting of the Board or a committee thereof and the aggrieved employee.

d. Level 4 - Arbitration

- i. In the event a grievance in "A" above shall not have been settled under the procedures in "B" above, the Association may request that such dispute or difference be referred to arbitration. If the parties are unable to agree upon an arbitrator within five (5) days, an arbitrator shall be selected in accordance with the rules of the American Arbitration Association or the American Dispute Resolution Center.

- ii. Notices of intention to request submission to arbitration under subsection (i), above, must be in writing addressed to the Superintendent and submission to the arbitrator must be made not later than ten (10) school days following the decision of the Board.
- iii. The arbitrator shall hear and decide only one grievance in each case. He/she shall have no power to add to, delete from or modify in any way, any of the provisions of this Agreement. The decision of the arbitrator shall be binding on the parties to the dispute. Fees and expenses of the arbitration shall be borne equally by the Board and the Association.

C. General Provisions

1. Any grievance, as defined in "A" above, not presented for disposition through the grievance procedure described under "B" within twenty-five (25) school days of the occurrence or the condition giving rise thereto, shall not thereafter be considered a grievance under this Agreement. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered, and such decision shall thereafter be binding upon the aggrieved and the Association. The time limits specified at any step may be extended in any particular instance by agreement between the Superintendent and the Association.
2. No employee may file for arbitration as an individual; only the Association may file an appeal to arbitration hereunder.
3. Meetings held under this procedure shall be conducted at that time and place which will afford a fair and reasonable opportunity to attend for all persons proper to be present. When such meetings are held during school hours, all persons who participate shall be excused without loss of pay for that purpose. Persons proper to be present for the purposes of this section are defined as an aggrieved teacher or teachers, their appropriate Association representatives and qualified witnesses.
4. Grievance for teachers who are assigned to more than one school building shall be initiated as set forth in Level One except the words "Board designated principal" shall be substituted in place of "immediate superior".
5. Each Association Building Representative shall be permitted, when otherwise free from teaching or duty assignment, to investigate and process grievances within his/her area of representation.
6. The Association president shall be permitted, when otherwise free from teaching or duty assignment, to investigate and process grievances provided he/she has informed his/her principal of where he/she is going and why he/she has left his/her school building and received permission therefore, and provided further that upon entering a school building he/she shall inform the principal why he/she is there and receive permission to carry out his/her purposes. The permission in both instances shall not be unreasonably withheld.

7. It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

ARTICLE IV **FAIR PRACTICES**

- A. The Granby Board of Education agrees to continue its policy of not discriminating against any teacher on the basis of race, religion, color, national origin, age, sex, sexual orientation, marital status, disability, pregnancy, ancestry, genetic information, gender identity or expression, or membership or participation in, or association with, the activities of any teachers' organization.
- B. The Association agrees, in accordance with its constitution, to continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin, age, sex, gender identification and expression, marital status, or handicap and to represent equally all teachers without regard to membership or participation in, or association with, the activities of any teachers' organization.
- C. Any individual who wishes to inquire or to register a complaint concerning alleged discrimination in the Granby Public Schools shall have an opportunity to bring such concerns to the attention of the Compliance Coordinators listed on the school website, who have the authority to resolve such complaints.
- D. Protection of Teachers
1. Teachers shall report as soon as possible in writing to the principal all cases of assault suffered by them in connection with their employment.
 2. This report shall be forwarded to the Superintendent and then to the Board, which shall comply with any reasonable request from the teacher for information in its possession relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the teacher, the police and the courts.
 3. If criminal or civil proceedings are brought against a teacher in connection with his/her employment, State Statute 10-235 shall prevail.
- E. Personal Injury Benefits
- Whenever a teacher is absent from school as a result of personal injury arising out of an accident or assault in the course of his/her employment, he/she will receive his/her regular salary less the amount of salary paid by Worker's Compensation for the period of such absence not to exceed one calendar year. After ninety work (90) days, one-third (1/3) of each day will be charged to sick leave, provided the injury is not related to an assault.
- F. Sick Leave
- Each professional staff member is allowed fifteen (15) days sick leave with pay per year accumulative to one hundred eighty (180) days. Individual teacher sick leave accruals will appear in the web-based payroll portal before October 1st of each year. In a case of extreme

hardship due to prolonged illness, the Superintendent may grant additional sick leave pay equal to the difference between the substitute minimum pay and the teacher's rate of pay. Disability as a result of pregnancy shall be considered sickness for purposes of this Article.

G. Personal Days

Each employee shall be entitled to six (6) personal days per year with pay for:

1. Religious holidays;
2. Sickness or death of close relative, or a member of the immediate household. At the discretion of the Superintendent or his/her designee, employees may be granted partial day leave to attend memorial services held during the work day for current staff or students without penalty to personal day balance;
3. Attendance in court or for other legal reasons beyond the employee's control;
4. Within the discretion of the Superintendent or his/her designee, absence for personal reasons limited to situations not under the control of the employee, which cannot be resolved other than during school hours (not to exceed two (2) days); and,
5. One (1) personal day per school year with permission but without reason.

An extension of personal days may be made at the discretion of the Superintendent, based on emergency circumstances (example: multiple deaths in the family within one year).

H. Professional Days

Professional days may be granted and the duration determined at the discretion of the Superintendent, for such events as:

1. Educational visits
2. Professional conferences
3. Curriculum workshops
4. Any other professional activity deemed by the Superintendent to be of value to the Granby Public Schools.

For absence not approved by the Superintendent, salary deduction shall be made at the daily rate of 1/186th of the teacher's annual pay. Requests for personal day leave for any of the above reasons shall be made to the immediate supervisor at least forty-eight (48) hours in advance (except in the case of emergencies). Requests for professional days for any of the above reasons shall be made to the immediate supervisor at least two (2) weeks in advance (except in case of emergencies). Personal days or professional days taken pursuant to Paragraph G and H shall be in addition to, and not as a substitute for, any sick leave to which the member of the unit is entitled.

I. Leave of Absence

1. Leave of absence may be granted to any tenured employee by the Board for one (1) school year or for any part thereof but shall not extend into two (2) consecutive school years. The exception is Military Leave of Absence, which shall be in accordance with C.G.S. §10-156c.

2. An employee seeking leave of absence must present a written request, in detail, to the Board, through the Superintendent, at least forty-five (45) days prior to the date the leave of absence may commence. Leaves of absence will not be granted if received during the months of July and August except under extenuating circumstances.
3. Employees shall submit notification for reinstatement to the Board, through the Superintendent, as soon as possible, but no later than February 1 of the school year during which the leave is in effect. Upon request to return to active duty, the employee shall receive reappointment to his/her position or to a position for which he/she is qualified provided his/her position has not been eliminated under the Reduction in Force provisions of this Agreement. The specific reappointed position shall be assigned at the discretion of the Superintendent.
4. Employees returning from a leave of absence shall be placed on the salary schedule at the appropriate experience level and shall be credited with the accrued sick leave earned prior to taking the leave.
5. During a leave of absence, the cost of insurance coverage in which the employee is eligible to participate and payments to the State Teachers' Retirement System will be borne by the employee.
6. After at least twelve (12) months of employment and at least 1,250 hours of service during twelve (12) months prior to the commencement of leave, employees are eligible for unpaid leave under provisions of the Family Medical Leave Act. Family and Medical Leave Act information will be available in the staff resources section of the Granby Public Schools' website, and can be obtained through the Human Resources Office.

J. First Consideration List

1. Placement on the First Consideration List may be granted upon written request by the employee, and by vote of the Board, said request to be received at least thirty (30) days prior to the expiration of previous leave of absence or child rearing leave. Employees on the First Consideration List may not participate in group insurance plans.
2. Upon request to return to active duty from a place on the First Consideration List, an employee shall be given first consideration in filling a vacant position for which the employee is qualified as determined by the Superintendent. The name of the employee shall remain on the First Consideration List for a one (1) year period provided such employee has not refused an offer of re-employment or has not failed to respond to an offer of re-employment within such one-year period. Continuation on the First Consideration List may be granted for one additional year upon written request of the leave taker, and by vote of the Board, said request to be received at least thirty (30) days prior to expiration of place on the First Consideration List.
3. An employee who is on the First Consideration List from a full-time position does not waive his/her rights to remain on the First Consideration List by a refusal to accept an offer of part-time re-employment.
4. Offers of re-employment to employees whose names appear upon the First Consideration List shall be in the inverse order of a leave of absence.

5. Any employee offered re-employment under the provisions of this Article shall accept or reject the offer in writing within ten (10) days of receipt of such offer.
6. Notice of vacancies in the Granby School System shall be sent to all teachers on the First Consideration List.
7. Employees returning from a place on the First Consideration List shall be placed on the salary schedule at the appropriate experience level and shall be credited with the accrued sick leave earned prior to taking the leave.

K. Child Rearing Leave

1. An employee shall be entitled, upon written request submitted to the Superintendent at least thirty (30) days prior to the date child-rearing leave may commence, to an extended leave without pay or benefits for purposes of child-rearing apart from any period of childbirth disability leave with pay and benefits. Employees who are not giving birth, shall apply for such leave at least thirty (30) days prior to the expected delivery certified by a physician or adoption date of their child. Such employee shall be entitled to such leave for the remainder of the school year in which the child is born, adopted or fostered. In the event a teacher requests to begin a child-rearing leave in the months of April, May or June, the Board of Education, if requested, will grant an extension of leave beyond one (1) year into the following school year. Employees may return prior to the expiration of the granted child-rearing leave, provided there is a "qualified life event." For the purposes of this section, a "qualified life event" is defined as the covered employee's divorce; the death of a spouse or civil union partner; termination of employment of the spouse or civil union partner; the death of a child; or termination of pregnancy of the covered employee or his/her spouse or civil union partner.
2. Requests to return to active duty will be made at least thirty (30) days prior to the end of the semester in which the leave is in effect. Unless otherwise agreed to by the Board and the teacher, no teacher may return from a leave except at the beginning of fall or spring semester. Upon return the employee shall receive re-appointment to his/her former position for which he/she is qualified provided his/her position has not been eliminated under the Reduction-in-Force provision of this Agreement. The specific re-appointment position shall be at the discretion of the Superintendent.
3. The employee returning from a child-rearing leave shall be placed on the salary schedule at the appropriate experience level and shall be credited with the accrued sick leave earned prior to taking the leave.
4. During a child-rearing leave, the cost of insurance coverage in which the employee is eligible to participate and payments to the State Teachers' Retirement system will be borne by the employee.
5. DSAP teachers are only eligible for such child-rearing leave as is available to them pursuant to law, e.g. the Family Medical Leave Act, and are not otherwise eligible under this contract.

L. Extended Absences

1. Any employee anticipating being absent from work for more than seven (7) consecutive business days must file with the Superintendent a written physician's report which indicates:
 - a. Functional limitations (i.e., unable to work full-time/part-time; unable to sit/stand, etc.);
 - b. Possible and probable duration of the absence.
2. The Superintendent may request written medical evaluations at his/her discretion at reasonable intervals.
3. The Superintendent may require a medical or psychiatric evaluation by a Board-authorized physician at Board expense. The Superintendent, in consultation with the GEA president, shall select the physician.

M. Sabbatical Leave of Absence

1. Application is open to two (2) full-time professional staff members (with the employment status of .5 FTE and above) who have completed seven (7) years of continuous service in the employ of the Board and shall be made in writing to the Superintendent. Such application shall be in the form of a planned program providing for the professional growth of the individual applying, and shall be beneficial to the school system.
2. Applications must be in the office of the Superintendent no later than February 1, preceding the year the leave was taken. The application shall be reviewed by a committee consisting of (1) one member of the Board; (2) the Superintendent; and (3) one representative teacher elected by the Association. Applicants shall be notified of the decision of the committee as soon as possible after final action is taken by the committee.
3. Two (2) teachers are allowed sabbatical leaves (one full-time and one half-time) each year.
4. The approved full-year applicant will be paid two-thirds (2/3) his/her normal salary for the school year during which he/she is on leave and the half (1/2) year applicant will be paid his/her normal salary for the leave period.
5. Payment will be in the form of a two (2) year, non-interest bearing loan to be delivered to the leave-taker on September 1 of the year of leave. If the leave-taker fails to return to the Granby School System after the year of leave, full repayment of the loan must be made by such person by September 1 following the year of leave. If he/she returns for only one year, one-half (1/2) of the loan must be repaid by the leave-taker by September 1 following this one year.
6. Obligation for repayment of one-half (1/2) of the loan will be released for each one of the next two (2) successive school years immediately following the leave that the leave-taker spends in the employ of the Board.

7. All payments normally deducted from a teacher's salary are the responsibility of the leave-taker but may be paid through the office of the Superintendent.
8. Persons on sabbatical shall be eligible to continue in the insurance plan with normal contributions made by the employee and the Board.
9. For salary schedule purposes, the year or half-year of sabbatical leave shall count as a year or half-year of teaching service, and includes the accumulation of all sick and health benefits normally provided by the Board.
10. In the case of multiple applications, the decision shall be based on the merit of the program presented.
11. Singularity of application does not presuppose approval.
12. No committee member is eligible to consider his/her own application.
13. In the case of non-completion of the planned program, the Board reserves the right, for cause, to request full repayment of the loan within twelve (12) months of the date of the Board's decision to do so.
14. A written report from the leave-taker, on his/her experiences will be filed with the Superintendent within three months of the end of the sabbatical year.
15. DSAP teachers are not eligible to apply for or receive sabbatical leave.

N. Working Conditions

1. Teacher Work Year

The scheduled work year of teachers covered by the teachers' salary schedule (other than new personnel and others who may be required to attend orientation sessions), shall in no event be more than 186 scheduled days of which 180 days shall be teaching days. The Board will provide one teacher work day prior to the start of the student school year and a half-day at the end of the student school year for purposes of setting-up and closing-up classrooms. The remaining in-service days shall be determined by the Superintendent in consultation with the Association President.

2. Teacher Work Day

The opening and closing time for all teachers shall be established by the Board and published for any succeeding year by no later than August 1. The teacher work day shall be seven (7) hours and fifteen (15) minutes in length. If the length of the school day is changed by the Board, both parties shall negotiate conditions and/or compensation for the impact resulting from the changes. Terms of the agreement shall be retroactive to the date of change. If an agreement cannot be reached between the parties within thirty (30) calendar days, the issue shall be brought to binding arbitration as specified in Article III, Section B of the grievance procedure.

3. After-School Meetings

Teachers may be required to remain after school for reasonable times for the following staff meetings:

- a. Superintendent's General Staff Meeting or other meetings called by the Superintendent.
- b. General Faculty Meetings or other meetings as may be called by the school principal.

4. Part-time Teachers

Teachers in part-time positions shall attend all in-service programs or meetings. Part-time employees who have other employment during these activities or meetings that cannot be rescheduled will be excused from this requirement.

5. GEA Officers

In recognition of the additional duties of the President and the First Vice President of the Association, they will be freed from supervisory duties during their terms of office. The Memorandum of Agreement dated February 26, 2003 regarding release time for GEA Officers will remain in effect.

O. Jury Duty Leave

Any teacher who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between his professional salary and the jury fee.

P. Personnel Files

1. No derogatory material originating after original employment shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to review the material. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.
2. Any substantive complaint made against a teacher or person for whom the teacher is administratively responsible, by any parent, student, or other person, shall be called to the attention of the teacher within a reasonable period of time after the primary supervisor of the teacher has been made aware of the complaint. In no case shall any anonymous and/or unsubstantiated complaints be placed in any teacher's file. This provision shall not be applicable to evaluations.

ARTICLE V
GENERAL PROVISIONS

A. Teacher Assignments

1. The assignment and transfer of teachers within the school system is the responsibility of the Superintendent. Assignment shall be made only after every effort has been made to meet the reasonable requests and desires of any teacher concerned.
2. By the closing of school in June, employees shall be notified in writing of the programs for the coming September, including the schools to which they will be assigned, the grade, and/or subjects that they will teach. If any change is made in this schedule after the close of school in June, and prior to opening of school in September, written notification must be sent to the affected employee by registered mail within five (5) days of the authorized change.
3. To the extent possible, changes in grade assignment and in subject assignment in the schools shall not be effected or announced without prior personal conference with the teacher concerned.
4. In arranging schedules for teachers who are assigned to more than one school, an effort shall be made to limit the amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable. Teachers assigned to more than one school shall be scheduled reasonable travel time. Travel time should not interfere with teacher preparation time.
5. Part-time certified employees shall receive a percentage of the appropriate full-time annual salary based on a full-time secondary teacher teaching an average of five classes per day and a full-time elementary teacher teaching five (5) days per week:
 - 4/5 position = 80% = .8 of the appropriate full-time annual salary
 - 3/5 position = 60% = .6 of the appropriate full-time annual salary
 - 2/5 position = 40% = .4 of the appropriate full-time annual salary
 - 1/5 position = 20% = .2 of the appropriate full-time annual salary

Such teachers shall be given preparation time and duty assignments on a pro-rata basis. Elementary teachers who teach 2.5 days per week and secondary teachers who teach two (2) classes one semester and three (3) classes during the other semester shall be considered half-time employees at 50% (.5) of the appropriate annual salary.

B. Daily Assignments

1. Teaching Periods. A teaching period or class is defined as a period in which a teacher is actively involved in instruction and participates in the planning, implementation, and formal evaluation of student learning.
 - a. Secondary school teachers shall not be required to teach more than an average of five (5) classes per day. However, a teacher may volunteer to teach an additional class in place of a professional period. An additional full-year class assignment shall be compensated at the rate of twenty percent (20%) of the teacher's per diem salary disbursed, at personal preference, equally among pay periods or as a single payment. Should the additional class be less than full

school year duration or meet less frequently than full time, payment will be adjusted pro rata. This compensation does not apply to intermittent substitute teaching opportunities addressed in Article IX, Section G.5.

2. Preparation Periods. A preparation period is defined as a period for the teacher to professionally prepare for his/her teaching period. This preparation period does not include direct instruction or supervision of students.
 - a. Each secondary teacher shall, in addition to his/her lunch period, have an average of one preparation period per day. Each elementary school teacher shall, in addition to his/her lunch period, have the use of the regularly scheduled special periods as preparation periods.
 - b. The building principal may cancel teacher preparation periods in the event of an emergency.
 - c. In the event of an emergency or when substitute teachers are not available, administrators may request teachers to substitute teach academic classes during their preparation period. Teachers will be compensated at the hourly rate set forth in this Agreement. Teachers shall not be eligible for said pay for covering another teacher's professional period.
3. Professional Period. A professional period is defined as a period in which a teacher is assigned to educational or collegial responsibilities, professional learning activities, student interventions, and/or direct contact with students. A professional assignment does not require preparation, implementation, or formal evaluation of student learning. Examples include homeroom, advisory periods, capstone periods, coaching, student interventions, child study team, student assistance team, PLC/team/grade level meetings, peer sharing, classroom visitations, student departmental assistance, study halls, and assemblies, activities and/or enrichment periods. Double periods count as two assignments.
 - a. Each elementary teacher on a team will be provided with a minimum of one hundred (100) minutes per week of common planning time to discuss student-related matters including planning and assessment.
4. Supervisory Duties. A supervisory duty is defined as time before or after the student day in which a teacher is assigned to the supervision of students and shall include hall monitoring and bus duties.
5. Lunch Period. All teachers shall have an uninterrupted duty-free lunch period daily of at least the same length as the standard student lunch period.

C. Vacancies

1. To assure that all teachers be given an opportunity to apply, all openings for positions covered by the teacher salary schedule shall be publicized in every school within ten (10) days of the official designation of the opening by the Superintendent.
2. Announcement of openings that occur during the summer shall be mailed to a designated member of the GEA.

D. Teacher Facilities

The Board and Association agree to the following as minimum facilities:

1. Space and filing equipment in each classroom in which teachers may safely store instructional materials and supplies.
2. An appropriately furnished room to be used as a faculty lounge.
3. Well-lighted and clean teacher restrooms.

E. Contract Form

The Board agrees to use as the form for the written contract of employment, the Contract of Employment, attached hereto as Appendix "A". This provision and Appendix A do not apply to DSAP teachers.

F. Miscellaneous Provisions

1. It is understood that this Agreement is subject to, and shall operate within the framework of, the Statutes of the State of Connecticut.
2. Teachers shall review and discuss any evaluation reports with their supervisors.
3. The Board shall continue to provide each teacher with a complete text of this Agreement and of any successor. Each school shall provide its own teachers' manual.
4. This Agreement shall constitute Board policy for the term of said Agreement, and the Board hereby amends its rules and regulations to the extent necessary to give effect to the provisions of this Agreement.

ARTICLE VI
SAVING CLAUSE

- A. If any provision of this Agreement is, or shall at any time be, contrary to law, then such provision shall not be applicable, performed or enforced, except to the extent permitted by law, and any substitute action shall be subject to appropriate consultation and negotiation with the Association.
- B. In the event that any provision of this Agreement is, or shall at any time be, contrary to law, all other provisions of the Agreement shall continue in effect.

ARTICLE VII
STAFF REDUCTION AND RECALL

It is recognized that the Board has the sole and exclusive prerogative to eliminate professional staff positions consistent with the provisions of the General Statutes. For the purposes of this Article, elimination of a position shall also mean reduction of a position. Elimination of professional staff positions may result from decreases in student enrollment, changes in curriculum, financial restraints or other circumstances as determined by the Board. Subject to the conditions specified in the further provisions of this Article, seniority shall be given major consideration in staff reduction. Teachers employed under DSAP shall be considered for layoff before any certified staff member. Teachers holding a DSAP shall have no rights under this provision.

A. Reductions

1. The Board may, in the first instance, exercise its right and power to reduce the number of professional staff positions without determining which staff members, if any, will be dismissed or what other staffing changes will be made to effectuate the purpose of position elimination. It is expressly understood and agreed to by the parties that the decision to eliminate any professional staff position and to dismiss any teacher as a result will not be subject to the grievance procedure set forth in Article III of this Agreement.
2. Reduction in staff will be accomplished through attrition to the extent feasible.
3. Should it become necessary to dismiss professional staff because of the elimination of positions, the following will apply:
 - a. A tenured staff member may be dismissed because of elimination of position only if there is no other position for which the tenured staff member is qualified. In order to be qualified to displace a non-tenured staff member or to be transferred to an open position, a tenured staff member must be certified to hold such a position and must have taught in the area of the position, or, must be certified and be able to show evidence of qualifications for such position as determined by the Superintendent. Teachers who displace other teachers and are thereby assigned to another school level (i.e., elementary, middle or high school) which differs from their current school level assignment, may be required, at Board expense, to participate, when appropriate, in in-service activities or other activities designed to orient said teachers to specific curriculum, instructional methodologies and/or general skills associated with their reassignment. The decision to require such in-service or other activities shall be within the discretion of the Superintendent.
 - b. Within the category of tenured and non-tenured staff, dismissal because of elimination of position will be based on seniority as determined by the total number of years of the most recent continuous contractual service as a certified teacher in the Granby School System provided, however, that in order to displace another staff member on the basis of seniority, a staff member must be certified to hold the position of the staff member to be displaced and must have taught in the area of the position, or must be certified and be able to show evidence of qualification for such position as determined by the Superintendent. Teachers who displace other teachers and are thereby assigned to another school level (i.e., elementary, middle or high school) which differs from their current school level assignment, may be required, at Board expense, to participate, when appropriate, in in-service activities or other activities designed to orient said teachers to specific curriculum, instructional methodologies and/or general skills associated with their reassignment. The decision to require such in-service or other activities shall be within the discretion of the Superintendent.
 - c. When it becomes necessary to choose between or among several tenured staff members of equal seniority as defined in 3.b. above, the following criteria shall apply in the following order:

- i. Recent continuous contractual service experience in the system (starting the date the contract was signed);
- ii. Total contractual experience in the system (starting with the date the contract was signed);
- iii. Experience in the area of position;
- iv. Total experience in the area of the position in any system;
- v. Total experience in any system; and,
- vi. Number of credits beyond the Bachelor's degree as determined by those credits applied to the Granby salary schedule.

B. Recall

1. It is expressly understood and agreed to by the parties that the decision to recall any teacher will not be subject to the grievance procedure set forth in Article III of this Agreement.
2. The name of any teacher whose contract of employment has been terminated because of the elimination of a position or because of a reduction in professional staff shall be placed upon a re-appointment list and shall remain on such list for a period of three years from the effective date of contract termination provided such teacher has not refused an offer of re-employment or has not failed to respond to an offer of re-employment. A teacher who is terminated from a full-time position does not waive his/her right to remain on the re-appointment list for three (3) years by a refusal to accept an offer of part-time re-employment.
3. Any teacher offered re-employment under the provisions of this Article shall accept or reject the offer in writing within ten (10) days of receipt of such offer. If a teacher accepts an offer of such re-employment, he/she shall receive a written contract at least fifteen (15) days prior to the effective date of re-employment, where possible.
4. Offers of re-employment to teachers whose names appear upon a re-appointment list shall be in the inverse chronological order of termination. No teacher on the re-appointment list will be offered re-employment in a teaching position unless he/she is certified to hold such a position and has taught in the area of the position or is certified and is able to show evidence of qualification for such a position as determined by the Superintendent.
5. No new teacher shall be employed until all teachers on the re-appointment list have been offered re-employment. No teacher on the re-appointment list will be offered re-employment in a teaching position unless he/she is certified to hold such a position and has taught in the area of the position or is certified and is able to show evidence of qualification for such position as determined by the Superintendent.
6. A teacher who has been recalled shall be placed at the top of the list of all teachers whose length of seniority is the same as that of the returning teacher. Should further staff reduction occur a recalled teacher would then be the last to be released in his/her category of seniority.
7. Any teacher who accepts an offer of re-employment under the provisions of this Article shall be placed upon the salary step next succeeding that which he/she occupied at the time of termination.

8. Any teacher who accepts an offer of re-employment under the provision of this Article shall begin such re-employment with all unused sick days accrued at the time of termination.

ARTICLE VIII

JUST CAUSE

No employee shall be suspended without pay, or denied a wage increase or increment without just cause. DSAP teachers may not grieve this contract provision beyond the Board level of the grievance procedure.

ARTICLE IX

SALARY SCHEDULES AND FRINGE BENEFITS

A. Tuition Reimbursement

For teachers who have not completed their 6th year, the Board shall provide a funding pool of sixteen thousand dollars (\$16,000) for tuition reimbursement for graduate credits each year of this Agreement. Should a teacher choose to enroll in graduate courses past the 6th Year, the Board shall provide a funding pool of five thousand dollars (\$5,000) for tuition reimbursement for graduate credits each year of this Agreement. Funds will be equally divided by the number of courses up to one thousand dollars (\$1,000) per course or the amount of tuition per course, whichever is less. The distribution formula agreed upon for tuition reimbursement is as follows:

1. All reimbursement requests for one course will be met prior to providing reimbursement for additional courses for an individual.
2. If funds are available after funding one course for each eligible recipient, the reimbursement cycle will continue for a second course for an individual.
3. If funds are available after funding two courses for each eligible recipient, the reimbursement cycle will continue for a third course for an individual.
4. If funds are depleted in the middle of a cycle, funds will be distributed equally up to the amount of tuition.

In order to be eligible for tuition reimbursement, such courses must have been successfully completed and are in a field related to the teacher's educational area and are courses pre-approved by the Superintendent, or his/her designee, and provided further that such teacher notifies the Superintendent, or his/her designee, on or before June 15 of courses taken during the current fiscal year (July 1 through June 30). Payment shall not be made until appropriate transcript or other documents satisfactory to the Superintendent have been filed with the Superintendent.

B. Payment

Teachers' salary payments shall be bi-weekly beginning with the first Friday of the school year and may be figured on a ten (10) or twelve (12) month basis, at the option of the individual employee.

C. Severance Pay

Employees are eligible for severance pay after fifteen (15) years of service in the Granby School System. Severance pay will be figured on the basis of one (1) day for each year of service in Granby, multiplied by 1/90 of the teacher's final salary. To be eligible for severance pay, a teacher must notify the Superintendent in writing by December 15 of the last school year of service. In the case of an unexpected resignation or retirement due to health or incapacitating injury, the notification requirements shall be waived. A teacher who is issued a contract of employment for work commencing after July 1, 2004 will not be eligible under this provision.

D. Early Retirement

Any teacher whose age and years of teaching total at least eighty-five (85) and who has been employed for the last fifteen years as a teacher in Granby, may elect to retire early under the following provisions:

1. The teacher must notify the Superintendent of his/her intention to retire on or before December 15 of the school year of retirement. In the case of an unexpected retirement due to health or incapacitating injury, notification shall be waived.
2. The teacher must file for and collect retirement benefits, if eligible, immediately upon leaving the employment of the Granby School System.
3. The teacher shall be compensated in annual payments at the time he/she receives his/her first retirement payment and the anniversary date thereafter, or at a date mutually agreed upon with the Superintendent.
4. The teacher who is eligible for these retirement benefits shall receive three thousand (\$3,000) dollars each school year.
5. The maximum number of payments any teacher may receive would be five (5). Payments will stop after the fifth annual payment or upon the death of the recipient.

E. Definitions

Prior to July 1, 2015, a teacher's placement on the salary scale, based on non-graduate credits earned beyond the 4th year/Bachelor's Degree or 5th year/Master's Degree, will be honored through the teacher's tenure in the Granby Public Schools. The terms used in Appendix C, Salary Schedule, shall be interpreted and applied in accordance with the following definitions:

1. 4th Year/Bachelor's Degree: A baccalaureate degree earned at an accredited college or university.
2. 5th year/Master's Degree: A master's degree earned at an accredited college or university; or the completion of thirty (30) graduate credits beyond the baccalaureate degree in a program approved by an accredited college or university. All of the above must be earned at an accredited college or university, and must be approved by the Superintendent.

3. 6th year: A second master's degree or a "sixth-year certificate" or the completion of thirty (30) graduate credits beyond the master's degree or the completion of sixty (60) graduate credits beyond the baccalaureate degree. All of the above must be earned at an accredited college or university and must be approved by the Superintendent.
4. Doctoral: A doctoral degree earned at an accredited college or university, approved by the Superintendent and in a field related to the teacher's educational area.

F. Placement

All members of the unit shall be placed on the appropriate step and lane in the schedule, taking into consideration the following:

1. Teachers who have had continuous teaching experience will be given full credit for this service.
2. Teachers who have had previous experience but not continuous may be placed on a level consistent with their years of experience.
3. The teacher who begins at half-year and satisfactorily completes the half-year's work may be given a full year's credit.
4. To qualify for placement on the Doctoral Schedule, a teacher must have an earned doctoral degree in a program approved by the Superintendent.
5. During military leave, year-for-year credit on the salary schedule shall be granted in accordance with P.A. 788, and retirement assessments paid by the Board provided the teacher returns to teach in the school system.

G. Other Factors in Salary Schedule

1. The Board shall allow regular annual increments except when an employee renders incompetent service or for any reason deemed sufficient by the Board.
2. Teachers will be given credit for courses taken during the academic year and summer prior to the September of the operating contract. Notice of the anticipated courses to be taken during the second semester and the summer session should be submitted to the Superintendent's office prior to February for budget preparation purposes.
3. Proper certification and continuing changes in certification requirements are the sole responsibility of the individual teacher.
4. Teachers will be paid \$35.46 per hour for curriculum work with the number of hours predetermined as part of a project contract. Summer work hours for guidance and library personnel will be budgeted on an annual basis at \$35.46 per hour. Compensation shall increase by 1.3% in each of the second and third years of this Agreement.
5. Teachers will be paid according to the following schedule for extra supervisory duties completed outside of the regular workday or during individual time:

- a. \$30.39 per hour for lunchroom supervision.
- b. \$35.56 per hour for substitute teaching during a preparation period.
- c. \$25.33 per hour for Homework Club.
- d. \$30.39 per hour for PM school.
- e. \$30.39 per hour for Saturday School.
- f. \$30.39 per hour for Project Choice Bus Supervisor.
- g. \$25.33 per hour for Athletic Study Hall.
- h. \$50.00 per night for overnight supervision of the Washington, DC trip or its equivalent and \$50.00 per night for supervision of the Nature's Classroom overnight trip or its equivalent as determined by the Superintendent of Schools.
- i. \$30.39 per hour for supervision of any school dance or its equivalent during non-school hours as determined by the Superintendent of Schools.

Compensation shall increase by 1.3% in each of the second and third years of this Agreement.

H. Insurance

Wellness Incentive Language

The health insurance plan set forth in this Article shall include a health risk appraisal-based wellness program, provided through the health insurance provider, and subject to individual patient/provider confidentiality, designed to provide early diagnosis and appropriate information to patients so that they and their health care professionals can determine appropriate, timely course of treatment as needed. Participation in the Health Risk Appraisal (HRA) shall be voluntary. The Board of Education will provide a cash incentive of \$50 per person or \$100 per family, annually, for enrolled employees who elect to participate. This incentive shall be in addition to the \$50 "Healthy Rewards" deposit incentive already included in the HDHP.

1. The Board shall provide a PPO, a HSA HDHP, and Dental option to all teachers. Members of the bargaining unit may participate in either medical or dental or both plans offered under this Agreement.
2. An Open Enrollment period will be held annually.
3. Teachers will be able to select individual, two person or family plan options.
4. Employee premium sharing contributions to these insurance options are shown below:

	2018-2019**	2019-2020**	2020-2021**
PPO	Buy-up	Buy-up	Buy-up/no option for new hires
HDHP	17%	17.25%	17.25%
Dental	21.5%	22%	22%

** If the total cost of any of the Board of Education's group health plans offered under this agreement triggers an excise tax under Internal Revenue Code Section 4980I, otherwise known as the Affordable Care Act, or any other local, state or federal statute or regulation, the parties agree to open negotiations over the health insurance plan design, premium cost share and the introduction of additional optional health insurance plan.

The Board will contribute fifty percent (50%) of the annual Health Savings Account deposit based on an annual total deposit of two thousand dollars (\$2,000) for an employee plan and four thousand dollars (\$4,000) for an employee plus one or family plan. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees.

5. The Board shall provide one-half (1/2) premium payment for life insurance at two (2) times salary including extra instructional stipends detailed in Article X of the base agreement.
6. The Board shall provide full premium payment for a Long-Term Disability Insurance Plan with a 180-day waiting period.
7. Details of all insurance plans under this Agreement are filed with the Superintendent and may be examined during regular office hours. The terms and conditions of these plans shall determine the benefits to which teachers may be eligible, and this Agreement will not be construed to alter these terms or grant additional benefits not provided in them.
8. Retired teachers, spouses, and dependents may continue to participate in the Granby employee medical, dental, and vision insurance plans for a period of two years following retirement, sharing cost with the Board in the same ratio as active teachers. Upon completion of this two-year period, retired teachers and their spouses who are eligible for medical, dental and vision insurance through the Teacher's Retirement Board will be required to move to the Teacher's Retirement Board plan, or another plan of their choice, for these insurances. Those retired teachers, spouses and dependents not eligible for Teacher's Retirement Board medical, dental and vision benefits will be allowed to continue in the Granby medical, dental and vision insurance plans at their own expense under the Granby insurance group-rate.

Retired teachers may continue to participate in the Granby employee life insurance plan for a period of two years following retirement, sharing cost with the Board in the same ratio as active teachers. Following the two-year period, retired teachers may continue in the Granby employee life insurance plan at their own expense under the Granby insurance group rate.

9. The Board of Education shall have the right to change insurance carriers and/or to self-insure in whole or in part in order to provide the insurance coverage set forth above, provided that there shall be no reduction, interruption, or diminution in the above coverage and no increase in expenses to any bargaining unit members, and provided further that coverages which result from change in carriers and/or self-insurance are at least equal to the coverage described above, in terms of coverage, benefits and administration. The President of the Association shall be notified in writing within thirty (30) days of any intention to change carriers and/or to self-insure and shall have an opportunity to review the proposed changes.
10. All full-time teachers shall be entitled to the insurance benefits set forth above. All part-time teachers serving less than fifty percent (50%) of the full-time equivalent shall be entitled to the insurance benefits set forth above but will contribute an additional premium above that is paid by full-time teachers using the following schedule. This applies to all teachers hired on or after July 13, 1993.

- | | | |
|----|--------------------|-------|
| a) | Under .2 FTE | 30% |
| b) | .2 to under .3 FTE | 25% |
| c) | .3 to under .4 FTE | 17.5% |
| d) | .4 to under .5 FTE | 10% |

11. All teachers will be required to have a comprehensive physical examination upon initial employment.
12. For teachers who elect to do so, the Board will reimburse the cost of a comprehensive physical examination or will provide a physician at the Board's expense under the following schedule:

a)	Age 22 – 30	One exam every three (3) years
b)	Age 31 – 40	One exam every two (2) years
c)	Age 41 - over	One physical annually
13. A 125 A, B, and C plan will be available as allowed by the Internal Revenue Service.
14. The Board may offer additional medical plan alternatives to Medicare-eligible participants. Such plan options would include supplemental coverage to Medicare Parts A and B as well as a prescription provision. Such plan options may provide a different benefit structure than that provided to Active participants, subject to insurance carrier requirements.
15. The Board will make available an optional vision benefit program. Participation in the program will be voluntary and all membership costs will be paid by the participant. The program will provide participants with access to services, materials and supplies at pre-determined prices when obtained from participating providers. Open enrollment will coincide with other health benefits offered by the Board.
16. DSAP teachers are entitled to participate in the Granby Health Plan following retirement only to the extent they are permitted to do so by state law, i.e., to the extent they qualify for benefits under Chapter 167A of Title X, pertaining to the teachers' retirement system.

I. National Board Certification

Two (2) teachers per year who obtain National Board Certification shall be reimbursed up to one thousand dollars (\$1,000) for registration fees upon attaining certification. The teachers shall receive the compensation benefit on the Anniversary date of said certification. Compensation will be awarded on a first come, first served basis with requests for reimbursement made upon completion of certification.

J. TEAM Mentors

Experienced teachers who have received TEAM training will receive five hundred dollars (\$500) annually for each beginning teacher they mentor as part of the TEAM program. TEAM Coordinating Committee members shall be paid thirty-five dollars (\$35.00) per paper for grading TEAM papers up to a maximum of 10 papers per teacher per school year.

ARTICLE X
EXTRA-INSTRUCTIONAL STIPENDS

1. Supplementary Instructional Leadership Positions

Compensation for teachers who apply for and are appointed to Supplementary Instructional Leadership positions will be included in their regular salary. All Content Area Specialists appointed to Supplementary Instructional Leadership Positions will complete fifteen (15) hours of summer work in addition to completing responsibilities outlined in their individual job descriptions.

Category A: Building Content Area Specialists. Compensation for the 2018-19 school year shall be \$3,695.42 and shall increase by 1.3% in each of the second and third years of this Agreement.

Building Content Area Specialists in four (4) core areas of the curriculum at the High School (Language Arts, Math, Science, and Social Studies) will be released from other assignments for an average of eighty (80) minutes a day in addition to their regular preparation times to complete responsibilities outlined in the Content Area Specialist job description. Building Content Area Specialist in Practical Arts and World Languages will be released from other assignments for an average of forty (40) minutes per day.

Content Area Specialists in six (6) core areas of the curriculum at the Middle School (Language Arts, Math, Science, Social Studies, World Language, and Unified Arts) will be released from other assignments for an average of forty (40) minutes every other day in addition to their regular preparation times to complete responsibilities outlined in the job description.

Category B: District Content Area Specialists. Compensation for the 2018-19 school year shall be \$3,695.42 and shall increase by 1.3% in each of the second and third years of this Agreement.

District Content Area Specialists in the following areas will complete responsibilities outlined in the district content area specialist job description. District Content Area Specialists will be released from other assignments for an average of forty (40) minutes every other day in addition to their regular preparation times to complete responsibilities outlined in the job description.

- Fine Arts (6-12)
- Guidance (6-12)
- PE (6-12)
- Elementary Content Area specialist (K-5)
- Special Education (Primary, Intermediate, Middle School, High School)

Category C: Department Chairperson. Compensation for the 2018-2019 school year shall be \$7,390.85 and shall increase by 1.3% in each of the second and third years of this Agreement.

A Department Chairperson is required to hold certification as an Intermediate Administrator or Supervisor (092) and has personnel and teacher evaluation responsibilities in addition to responsibilities held by Content Area Specialists. Department Chairs will be released from other assignments for an average of eighty (80) minutes a day in addition to their regular preparation times to complete responsibilities outlined in their job description. The position includes five (5) additional workdays in the summer.

Secondary school Content Area Specialists will be granted 20 minutes of flex time for each District Leadership Team (DLT) meeting attended during the school year:

- DLT meetings will be held once per month from 2:45 p.m. until 4:00 p.m. (September – June).
- Teachers will coordinate the taking of flex time with building principals (not to be taken during duties/teaching periods/scheduled meeting times).

Category D: Middle School Student Services Coordinator. Compensation for the 2018-2019 school year shall be \$9,985 and shall increase by 1.3% in each of the second and third years of this Agreement. The position of a Middle School Student Services Coordinator will be filled with the following stipulations:

- Hours described in the job description.
- Evaluation of Middle School Student Services Coordinator stipend position will be separate from that of the teacher's full-time contracted position.

2. Extra Instructional Positions

A. Athletics

1. The salary account for athletic positions shall be increased by 1.3% each year for all years of this Agreement. The athletic positions and starting salaries in Appendix D shall be mutually agreed upon by the Superintendent and the Granby Education Association prior to the contract year commencing July 1, 2018.
2. Total cumulative experience in any or all sports as either a JV or Varsity coach counts as one-for-one on the salary schedule when determining compensation for that sport or toward any other sport. Coaching experience in the sport earned outside of the Granby Public Schools shall be treated in the same manner as experience in the sport in the Granby Public Schools.
3. Payment of the above salaries will be made either as part of the bi-weekly payment or as a total sum at the conclusion of the activity at the option of the recipient.
4. The position of Director of Athletics will be filled via one of the following options:
 - a. By a certified teacher with teaching responsibilities who, in addition to receiving a stipend of \$9,672 for the GMHS Athletic Director position in each year of the Agreement, will be released from other assignments for an average of one-hundred (100) minutes per day to perform Athletic Director duties; and by a certified teacher with teaching responsibilities who in addition to receiving a stipend of \$1,178 for the GMMS Athletic Director position in each year of the Agreement, will be released from other assignments for an average of one class period per day to perform Athletic Director duties; or

- b. A non-certified Student Activities Coordinator in lieu of a Director of Athletics, with job responsibilities to be determined by the Superintendent.
- c. By a certified teacher without contracted teaching responsibilities, who will receive salary commensurate with level of education and years of experience on the teachers' salary scale. The Director of Athletics who holds the Director position without contracted teaching responsibilities will not receive the stipend described in option (a) above. The Director of Athletics who does not have contracted teaching responsibilities will work a 186-day contract year. It is understood that the Athletic Director work schedule will not correspond to the published school calendar.

Whenever the position of Director of Athletics is posted, the position shall be open to certified teachers in addition to those individuals who would qualify as a non-certified Student Activities' Coordinator. The final decision as to who will fill the Director of Athletics, pursuant to the two above-listed options, is in the Superintendent's discretion.

B. Enrichment

- 1. The Board shall establish a sum of money annually for the purpose of providing stipends to teachers appointed to extra-instructional enrichment activities. Teachers who apply for and are appointed to duties that require extra time or responsibilities over and above their basic contractual obligations will receive extra compensation according to an established supplementary schedule. The salary account for enrichment positions shall be increased by 1.3% each year for all years of this Agreement. The extra-instructional enrichment activities in Appendix D and their starting salaries/stipends shall be mutually agreed upon by the Superintendent and the Granby Education Association prior to the contract year commencing July 1, 2018.
- 2. Existing clubs will be listed in Appendix D with their correlating stipend amounts. Any new clubs need to be approved in the budget process and their respective starting salaries/stipends shall be mutually agreed upon by the Board of Education and the Granby Education Association.
- 3. Payment of the above salaries will be made either as part of the bi-weekly payment or as a total sum at the conclusion of the activity at the option of the recipient. If the latter option is chosen, payment shall be made within thirty (30) days after receipt of the verification statement by the Superintendent's Office.

ARTICLE XI
DURATION OF AGREEMENT

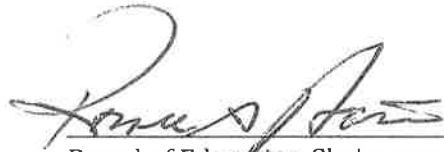
- A. This Agreement contains the full and complete agreement between the Board and the Association on all bargainable issues, and neither party shall be required during the term hereof to negotiate or bargain upon any issue which is a matter already governed by this Agreement or which has been or could have been a matter within the scope of bargaining which brought about this Agreement.
- B. This Agreement shall be in full force and effect from July 1, 2018 to and including June 30, 2021.

GRANBY EDUCATION ASSOCIATION

GRANBY BOARD OF EDUCATION



Granby Education Association President



Board of Education Chairperson

Date 11/1/17

Date 11-6-17

APPENDIX A

**Board of Education
Granby, Connecticut**

CONTRACT OF EMPLOYMENT

_____ hereby agrees to serve as teacher in the Public Schools of the Granby School System and is responsible to the Board of Education through the Superintendent of Schools, and in return for such services the Board of Education agrees to pay him/her an initial salary of \$_____, with future salary adjustments to be determined by the parties or their legally designated representative.

This contract may be terminated by mutual consent at any time or terminated by the Board of Education in accordance with applicable statutes. The teacher may resign for good reason by submitting at least thirty (30) days written notice at any time except during the month of August, during which month, unless the contract has been terminated by mutual consent, or Board action, the teacher will accept employment with no other Board of Education in Connecticut.

SIGNED:

EMPLOYEE

DATE

EMPLOYER

DATE

APPENDIX B

Board of Education Granby, Connecticut

EXTRA - INSTRUCTIONAL SERVICE AGREEMENT

You have been assigned to the position of _____ for the school year. Remuneration according to the salary schedule, Appendix "D" will be \$_____.

Please show acceptance by signing and returning one copy of this agreement to the Superintendent's office.

Signed:

Teacher

Superintendent

Date _____

Date _____

Payment of the above salaries will be made either as part of the bi-weekly payment or as a total sum at the conclusion of the activity. Please note your preference below.

- A. Part of bi-weekly payment _____
- B. At the conclusion of the activity _____

APPENDIX C
SALARY SCHEDULE

2018-2019

<u>Step</u>	<u>Experience</u>	<u>BA</u>	<u>MA</u>	<u>6th Year</u>	<u>Doctoral</u>
1	1	\$48,447	\$50,901	\$54,836	\$59,310
2	2-3	\$50,150	\$52,953	\$56,989	\$61,626
3	4-6	\$52,167	\$55,353	\$59,491	\$64,292
4	7-8	\$54,272	\$57,867	\$62,109	\$67,083
5	9-10	\$56,468	\$60,502	\$64,847	\$69,997
6	11	\$58,754	\$63,255	\$67,705	\$73,039
7	12-13	\$61,134	\$66,136	\$70,691	\$76,211
8	14	\$63,599	\$69,133	\$73,791	\$79,503
9	15	\$66,195	\$72,286	\$77,058	\$82,980
10	16	\$69,514	\$76,147	\$81,142	\$87,379
11	17-19	\$73,299	\$80,411	\$85,669	\$92,253
12	20+	\$77,888	\$85,522	\$91,098	\$98,098

2019-2020

<u>Step</u>	<u>Experience</u>	<u>BA</u>	<u>MA</u>	<u>6th Year</u>	<u>Doctoral</u>
1	1	\$48,447	\$50,901	\$54,836	\$59,310
2	2	\$50,150	\$52,953	\$56,989	\$61,626
3	3-4	\$52,167	\$55,353	\$59,491	\$64,292
4	5-7	\$54,272	\$57,867	\$62,109	\$67,083
5	8-9	\$56,468	\$60,502	\$64,847	\$69,997
6	10-11	\$58,754	\$63,255	\$67,705	\$73,039
7	12	\$61,134	\$66,136	\$70,691	\$76,211
8	13-14	\$63,599	\$69,133	\$73,791	\$79,503
9	15	\$66,195	\$72,286	\$77,058	\$82,980
10	16	\$69,514	\$76,147	\$81,142	\$87,379
11	17	\$73,299	\$80,411	\$85,669	\$92,253
12	18+	\$78,634	\$86,377	\$92,009	\$99,079

APPENDIX C
SALARY SCHEDULE (Cont'd)

2020-2021

<u>Step</u>	<u>Experience</u>	<u>BA</u>	<u>MA</u>	<u>6th Year</u>	<u>Doctoral</u>
1	1-2	\$48,677	\$51,143	\$55,096	\$59,592
2	3	\$50,388	\$53,205	\$57,260	\$61,919
3	4-5	\$52,415	\$55,616	\$59,774	\$64,597
4	6-8	\$54,530	\$58,142	\$62,404	\$67,402
5	9-10	\$56,736	\$60,789	\$65,155	\$70,329
6	11-12	\$59,033	\$63,555	\$68,027	\$73,386
7	13	\$61,424	\$66,450	\$71,027	\$76,573
8	14-15	\$63,901	\$69,461	\$74,142	\$79,881
9	16	\$66,509	\$72,629	\$77,424	\$83,374
10	17	\$69,844	\$76,509	\$81,527	\$87,794
11	18	\$73,647	\$80,793	\$86,076	\$92,691
12	19+	\$79,008	\$86,787	\$92,446	\$99,550

APPENDIX D
EXTRA INSTRUCTIONAL STIPENDS – ATHLETIC

HIGH SCHOOL	2018-19		2019-20		2020-21	
	1-4 years	5+ years	1-4 years	5+ Years	1-4 years	5+ Years
BASEBALL COACH JV	\$3,179	\$3,979	\$3,220	\$4,031	\$3,262	\$4,083
BASEBALL COACH V	\$4,237	\$5,306	\$4,292	\$5,375	\$4,348	\$5,445
BASKETBALL COACH (9-B)	\$3,179	\$3,979	\$3,220	\$4,031	\$3,262	\$4,083
BASKETBALL COACH (JV-B)	\$4,407	\$5,517	\$4,464	\$5,589	\$4,522	\$5,661
BASKETBALL COACH (JV-G)	\$4,407	\$5,517	\$4,464	\$5,589	\$4,522	\$5,661
BASKETBALL COACH (V-B)	\$5,577	\$6,983	\$5,649	\$7,073	\$5,722	\$7,165
BASKETBALL COACH (V-G)	\$5,577	\$6,983	\$5,649	\$7,073	\$5,722	\$7,165
CHEERLEADING COACH (V) WINTER	\$3,980	\$3,980	\$4,032	\$4,032	\$4,084	\$4,084
CROSS COUNTRY COACH (V-B)	\$2,957	\$3,703	\$2,995	\$3,751	\$3,034	\$3,799
CROSS COUNTRY COACH (V-G)	\$2,957	\$3,703	\$2,995	\$3,751	\$3,034	\$3,799
FIELD HOCKEY COACH (JV-G)	\$3,069	\$3,841	\$3,109	\$3,891	\$3,150	\$3,942
FIELD HOCKEY COACH (V-G)	\$4,237	\$5,306	\$4,292	\$5,375	\$4,348	\$5,445
FIELD HOCKEY COACH (9-G)	\$2,575	\$3,224	\$2,609	\$3,266	\$2,642	\$3,309
FOOTBALL- VARSITY	\$5,506	\$5,506	\$5,577	\$5,577	\$5,650	\$5,650
FOOTBALL-JV	\$4,223	\$4,223	\$4,278	\$4,278	\$4,334	\$4,334
FOOTBALL- ASSISTANT	\$2,865	\$2,865	\$2,902	\$2,902	\$2,940	\$2,940
FOOTBALL- ASSISTANT	\$2,865	\$2,865	\$2,902	\$2,902	\$2,940	\$2,940
FRISBEE COACH - PER HR. 88 HR. MAX	\$23.23	\$23.23	\$23.53	\$23.53	\$23.84	\$23.84
GOLF (BOTH)	\$2,789	\$3,492	\$2,825	\$3,537	\$2,862	\$3,583
INDOOR TRACK COACH	\$3,793	\$4,748	\$3,842	\$4,810	\$3,892	\$4,872
INDOOR TRACK ASSISTANT COACH	\$2,902	\$3,632	\$2,940	\$3,679	\$2,978	\$3,727
LACROSSE COACH (JV-B)	\$3,179	\$3,979	\$3,220	\$4,031	\$3,262	\$4,083
LACROSSE COACH (V-B)	\$4,237	\$5,306	\$4,292	\$5,375	\$4,348	\$5,445
LACROSSE COACH (JV-G)	\$3,179	\$3,979	\$3,220	\$4,031	\$3,262	\$4,083
LACROSSE COACH (V-G)	\$4,237	\$5,306	\$4,292	\$5,375	\$4,348	\$5,445
SOCCER COACH (9-B)	\$2,575	\$3,224	\$2,609	\$3,266	\$2,642	\$3,309
SOCCER COACH (9-G)	\$2,575	\$3,224	\$2,609	\$3,266	\$2,642	\$3,309
SOCCER COACH (JV-B)	\$3,069	\$3,841	\$3,109	\$3,891	\$3,150	\$3,942
SOCCER COACH (JV-G)	\$3,069	\$3,841	\$3,109	\$3,891	\$3,150	\$3,942
SOCCER COACH (V-B)	\$4,237	\$5,306	\$4,292	\$5,375	\$4,348	\$5,445
SOCCER COACH (V-G)	\$4,237	\$5,306	\$4,292	\$5,375	\$4,348	\$5,445
SOFTBALL COACH (JV)	\$3,179	\$3,979	\$3,220	\$4,031	\$3,262	\$4,083
SOFTBALL COACH (V)	\$4,237	\$5,306	\$4,292	\$5,375	\$4,348	\$5,445
SWIMMING COACH (V)	\$3,905	\$4,889	\$3,956	\$4,952	\$4,007	\$5,017
DIVE COACH	\$2,733	\$2,733	\$2,769	\$2,769	\$2,805	\$2,805
TENNIS COACH (B)	\$2,788	\$3,492	\$2,824	\$3,537	\$2,861	\$3,583
TENNIS COACH (G)	\$2,788	\$3,492	\$2,824	\$3,537	\$2,861	\$3,583

APPENDIX D
EXTRA INSTRUCTIONAL STIPENDS – ATHLETIC (Cont'd)

	2018-2019		2019-2020		2020-2021	
HIGH SCHOOL	1-4 Years	5+ Years	1-4 Years	5+ Years	1-4 Years	5+ Years
TRACK AND FIELD ASST. (G)	\$2,902	\$3,632	\$2,940	\$3,679	\$2,978	\$3,727
TRACK AND FIELD ASST. (B)	\$2,902	\$3,632	\$2,940	\$3,679	\$2,978	\$3,727
TRACK AND FIELD COACH (B)	\$3,793	\$4,748	\$3,842	\$4,810	\$3,892	\$4,872
TRACK AND FIELD COACH (G)	\$3,793	\$4,748	\$3,842	\$4,810	\$3,892	\$4,872
VOLLEYBALL COACH (9)	\$2,575	\$3,224	\$2,609	\$3,266	\$2,642	\$3,309
VOLLEYBALL COACH (JV)	\$3,179	\$3,979	\$3,220	\$4,031	\$3,262	\$4,083
VOLLEYBALL COACH (V)	\$4,237	\$5,306	\$4,292	\$5,375	\$4,348	\$5,445
WRESTLING COACH	\$4,407	\$5,517	\$4,464	\$5,589	\$4,522	\$5,661
WRESTLING COACH ASST.	\$3,179	\$3,979	\$3,220	\$4,031	\$3,262	\$4,083
INTRAMURALS - PER HR., 100 HR. MAX	\$23.23	\$23.23	\$23.53	\$23.53	\$23.84	\$23.84
MIDDLE SCHOOL	1-4 Years	5+ Years	1-4 Years	5+ Years	1-4 Years	5+ Years
MS ATHLETIC LIAISON	\$1,178	\$1,178	\$1,193	\$1,193	\$1,209	\$1,209
ASST. CROSS COUNTRY	\$1,438	\$1,799	\$1,457	\$1,822	\$1,476	\$1,846
ASST. CROSS COUNTRY	\$1,438	\$1,799	\$1,457	\$1,822	\$1,476	\$1,846
BASKETBALL COACH (7&8-B)	\$2,354	\$2,951	\$2,385	\$2,989	\$2,416	\$3,028
BASKETBALL COACH (7&8-G)	\$2,354	\$2,951	\$2,385	\$2,989	\$2,416	\$3,028
CHEERLEADING COACH (7&8)	\$1,707	\$1,707	\$1,729	\$1,729	\$1,752	\$1,752
CROSS COUNTRY COACH	\$2,055	\$2,570	\$2,082	\$2,603	\$2,109	\$2,637
CROSS COUNTRY COACH	\$2,055	\$2,570	\$2,082	\$2,603	\$2,109	\$2,637
FIELD HOCKEY COACH (7)	\$2,055	\$2,570	\$2,082	\$2,603	\$2,109	\$2,637
FIELD HOCKEY COACH (8)	\$2,055	\$2,570	\$2,082	\$2,603	\$2,109	\$2,637
STUDENT MONITOR - CROSS COUNTRY	\$1,116	\$1,397	\$1,131	\$1,415	\$1,146	\$1,433
STUDENT MONITOR - FIELD HOCKEY	\$1,116	\$1,397	\$1,131	\$1,415	\$1,146	\$1,433
INTRAMURALS - PER HOUR, 410 HOUR MAX	\$23.23	\$23.23	\$23.53	\$23.53	\$23.84	\$23.84

APPENDIX D
EXTRA INSTRUCTIONAL STIPENDS – ENRICHMENT

HIGH SCHOOL	FY18-19	FY 19-20	FY 20-21
ADVISOR FRESHMEN CLASS	\$1,221	\$1,237	\$1,253
ADVISOR JUNIOR CLASS	\$1,649	\$1,671	\$1,692
ADVISOR SENIOR CLASS	\$2,038	\$2,065	\$2,091
ADVISOR SOPHOMORE CLASS	\$1,221	\$1,237	\$1,253
AFS	\$1,469	\$1,488	\$1,507
ART CLUB	\$697	\$706	\$715
AUDITORIUM SUPERVISOR	\$883	\$895	\$906
BEST BUDDIES	\$883	\$895	\$906
CHEMICAL SAFETY OFFICER	\$4,158	\$4,212	\$4,267
CHES	\$1,029	\$1,043	\$1,056
COMPUTER	\$1,455	\$1,474	\$1,493
CT YOUTH FORUM	\$883	\$895	\$906
DEBATE	\$1,132	\$1,146	\$1,161
DECA	\$1,114	\$1,129	\$1,143
DIRECTOR CHAMBER SINGERS	\$3,873	\$3,923	\$3,974
DIRECTOR CHORAL	\$4,264	\$4,319	\$4,375
DIRECTOR JAZZ BAND	\$3,873	\$3,923	\$3,974
DIRECTOR SYMPHONIC BAND	\$4,700	\$4,761	\$4,823
DRAMA ASST. FALL	\$729	\$739	\$748
DRAMA ASST. SPRING	\$729	\$739	\$748
DRAMA DIRECTOR FALL	\$2,038	\$2,065	\$2,091
DRAMA DIRECTOR SPRING	\$2,038	\$2,065	\$2,091
DRAMA IMPROV	\$707	\$716	\$726
DRAMA MUSICAL DIRECTOR/ ACCOMPANIST SPRING	\$2,229	\$2,258	\$2,287
DRAMA MUSICAL TECH DIRECTOR SPRING	\$883	\$895	\$906
DRAMA SET DESIGNER FALL	\$1,520	\$1,539	\$1,559
DRAMA SET DESIGNER SPRING	\$1,520	\$1,539	\$1,559
DRAMA STAGE MANAGER FALL	\$608	\$616	\$624
DRAMA STAGE MANAGER SPRING	\$608	\$616	\$624
DRAMA TECHNOLOGY ASSISTANT	\$883	\$895	\$906
ENVIRONMENTAL CLUB	\$1,132	\$1,146	\$1,161
FILM	\$883	\$895	\$906
FRENCH EXCHANGE	\$634	\$642	\$651
HORTICULTURE	\$970	\$983	\$996
KNITTING	\$883	\$895	\$906
LEO CLUB	\$1,029	\$1,043	\$1,056
MATH LEAGUE	\$1,304	\$1,321	\$1,338
MEDIA SPECIALIST/AV ASSISTANT	\$1,916	\$1,940	\$1,966
MODEL UN	\$883	\$895	\$906

APPENDIX D
EXTRA INSTRUCTIONAL STIPENDS – ENRICHMENT (Cont'd)

HIGH SCHOOL	FY18-19	FY 19-20	FY 20-21
NEWSPAPER	\$2,750	\$2,786	\$2,822
NHS	\$1,304	\$1,321	\$1,338
ONLINE JOURNAL	\$883	\$895	\$906
PEER FACILITATOR	\$634	\$642	\$651
POETRY	\$883	\$895	\$906
RENAISSANCE	\$883	\$895	\$906
ROBOTICS	\$883	\$895	\$906
SADD	\$697	\$706	\$715
SAFE	\$883	\$895	\$906
SAT PREP VERBAL	\$803	\$814	\$824
SAT-PREP MATH	\$803	\$814	\$824
SENIOR PROJECT	\$883	\$895	\$906
SPANISH EXCHANGE	\$634	\$642	\$651
SPI-JAPAN	\$634	\$642	\$651
STUDENT ACTIVITY COORDINATOR	\$2,971	\$3,010	\$3,049
TEEN BATTLE CHEF	\$883	\$895	\$906
TITLE IX COORDINATOR	\$883	\$895	\$906
UConn ECE COORDINATOR	\$883	\$895	\$906
WEIGHTLIFTING	\$1,455	\$1,474	\$1,493
WORLD LANGUAGE HONOR SOCIETY	\$883	\$895	\$906
YEARBOOK	\$4,347	\$4,403	\$4,461
YES	\$883	\$895	\$906
MIDDLE SCHOOL	FY18-19	FY 19-20	FY 20-21
TITLE IX COORDINATOR	\$883	\$895	\$906
ADVENTURE CLUB 7	\$405	\$410	\$416
ADVENTURE CLUB ASSISTANT	\$816	\$827	\$838
ADVENTURE CLUB COORDINATOR	\$2,453	\$2,485	\$2,518
AFTER SCHOOL SUPERVISOR (PER HOUR)	\$30.39	\$30.79	\$31.19
ANGEL HORSES FALL	\$883	\$895	\$906
ANGEL HORSES SPRING	\$883	\$895	\$906
ART CLUB	\$883	\$895	\$906
COMPUTER CLUB	\$2,212	\$2,241	\$2,270
COORDINATOR SCHOOL ACTIVITIES	\$2,017	\$2,043	\$2,070
DIRECTOR BAND 6-8	\$1,774	\$1,797	\$1,820
DIRECTOR CHAMBER CHORUS 6-8	\$1,448	\$1,466	\$1,485
DIRECTOR CHORAL	\$1,774	\$1,797	\$1,820
DIRECTOR JAZZ BAND	\$1,448	\$1,466	\$1,485

APPENDIX D
EXTRA INSTRUCTIONAL STIPENDS – ENRICHMENT (Cont'd)

MIDDLE SCHOOL	FY18-19	FY 19-20	FY 20-21
DRAMA ADVISOR	\$2,429	\$2,461	\$2,493
ENRICHMENT COMPETITION	\$774	\$784	\$794
FISH	\$970	\$983	\$996
GAME CLUB	\$883	\$895	\$906
HISTORY DAY ADVISOR	\$883	\$895	\$906
LITERARY CLUB	\$1,937	\$1,962	\$1,988
MATH LEAGUE	\$1,303	\$1,320	\$1,337
NEWSPAPER	\$1,937	\$1,962	\$1,988
RENAISSANCE CLUB	\$1,602	\$1,622	\$1,643
ROBOTICS	\$883	\$895	\$906
SCIENCE CLUB	\$2,017	\$2,043	\$2,070
YEARBOOK	\$2,863	\$2,900	\$2,938
ELEMENTARY	FY18-19	FY 19-20	FY 20-21
TITLE IX COORDINATOR-KELLY	\$883	\$895	\$906
TITLE IX COORDINATOR-WELLS	\$883	\$895	\$906
AMERICAN SIGN LANGUAGE	\$883	\$895	\$906
BROADCASTING	\$883	\$895	\$906
CODING CLUB	\$883	\$895	\$906
CHORUS 3	\$1,447	\$1,465	\$1,484
CHORUS 4	\$1,447	\$1,465	\$1,484
CHORUS 5	\$1,447	\$1,465	\$1,484
CONCERT BAND 4	\$1,447	\$1,465	\$1,484
CONCERT BAND 5	\$1,447	\$1,465	\$1,484
DRAMA CLUB	\$1,288	\$1,304	\$1,321
ENRICHMENT CLUB	\$1,288	\$1,304	\$1,321
ENVIRONMENTAL CLUB	\$982	\$994	\$1,007
FITNESS	\$883	\$895	\$906
JAZZ BAND 5	\$1,447	\$1,465	\$1,484
MORNING MILERS	\$981	\$993	\$1,006
STUDENT LEADERSHIP	\$883	\$895	\$906

APPENDIX E
PREFERRED PROVIDER PLAN (PPO) – SCHEDULE OF BENEFITS

	2018-19	2019-2020**	2020-21**
<u>PPO Plan</u>			
<i>In-Network:</i>			
Office Visit Co-Pay	\$30	\$30	\$30
Specialist Visit Co-Pay	\$45	\$40	\$45
Urgent Co-Pay	\$50	\$50	\$50
Emergency Co-Pay	\$125	\$125	\$125
Hospital Admit Co-Pay	\$400	\$400	\$400
Outpatient Surgery	\$300	\$300	\$300
Outpatient Services	\$300	\$300	\$300
High Cost Diagnostic*	\$75/375*	\$75/375*	\$75/375*
*out of pocket max \$375			
<i>Out-of-Network:</i>			
Deductible	\$600/1200/1800	\$600/1200/1800	\$600/1200/1800
Coins. Maximum	\$1500/3000/4500	\$1500/3000/4500	\$1500/3000/4500
Out-of-Pocket	\$2100/4200/6300	\$2500/5000/7500	\$2500/5000/7500
<u>Prescription Plan</u>			
<i>Retail:</i>			
Generic	\$5	\$5	\$5
Formulary Brand	\$30	\$30	\$30
Non-Formulary Brand	\$45	\$45	\$45
<i>Mail Order:</i>			
Generic	\$5	\$5	\$5
Formulary Brand	\$30	\$30	\$30
Non-Formulary Brand	\$45	\$45	\$45
Retail Duration:	30 days	30 days	30 days
Mail Order Duration:	90 days	90 days	90 days
Annual Maximum:	Unlimited	Unlimited	Unlimited

**Implement Anthem BlueCross BlueShield edits

HIGH DEDUCTIBLE HEALTH PLAN/HSA 2018-2021 GEA SCHEDULE OF BENEFITS

The Board of Education will contribute 50% of the annual health Savings Account deposit based on an annual total deposit of \$2,000 for an employee plan and \$4,000 for an employee plus one or family plan. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees.

COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:
Annual Deductible (<i>individual / aggregate family</i>)	\$2,000 / \$4,000	
Coinsurance	Not Applicable	20% after deductible up to
Coinsurance Maximum (<i>individual / aggregate family</i>)	\$2,000 / \$4,000	
Cost Share Maximum (<i>individual / aggregate family</i>)	\$4,000 / \$8,000	
Lifetime Maximum	Unlimited	Unlimited

PREVENTIVE CARE	In-Network After Annual Deductible Member pays:	Out-of-Network After Annual Deductible Member pays:
Well child care	\$0, Deductible waived	20%
Periodic, routine health examinations	\$0, Deductible waived	20%
Routine eye exams	\$0, Deductible waived	20%
Routine OB/GYN visits	\$0, Deductible waived	20%
Mammography	\$0, Deductible waived	20%
Hearing screening	\$0, Deductible waived	20%

MEDICAL CARE

Office visits	\$0	20%
Outpatient mental health & substance abuse	\$0	20%
OB/GYN care	\$0	20%
Maternity care	\$0	20%
Diagnostic lab and x-ray	\$0	20%
High-cost outpatient diagnostic - <i>prior authorization required</i>	\$0	20%
Allergy services		
Office visits/testing	\$0	20%
Injections—80 visits in 3 years	\$0	20%

HOSPITAL CARE - *Prior authorization required*

Semi-private room (<i>General/Medical/Surgical/Maternity</i>)	\$0	20%
Inpatient mental health & substance abuse	\$0	20%
Skilled nursing facility - <i>up to 120 days per calendar year</i>	\$0	20%
Rehabilitative services - <i>up to 60 days per person per calendar year</i>	\$0	20%
Outpatient surgery - <i>in a hospital or surgi-center</i>	\$0	20%

APPENDIX E

HEALTH SAVINGS ACCOUNT PREFERRED PROVIDER PLAN (PPO) (Cont'd)

	In-Network After Annual Deductible <i>Member pays:</i>	Out-of-Network After Annual Deductible <i>Member pays:</i>
EMERGENCY CARE		
Walk-in centers	\$0	20%
Urgent care – <i>at participating centers only</i>	\$0	Not Covered
Emergency care	\$0	\$0
Ambulance	\$0	\$0
OTHER HEALTH CARE		
Outpatient rehabilitative services <i>50 visit maximum for Chiropractors, PT, OT and ST per year.</i>	\$0	20%
Durable medical equipment / Prosthetic devices	\$0	20%
Diabetic supplies, drugs & equipment <i>Diabetic drugs are covered at in-network benefit level.</i>	\$0	20%
Infertility services (<i>diagnosis and treatment</i>)	\$0	20%
Home health care	\$0	20%
Prescription drugs – <i>filled at a pharmacy</i>	\$0	20%

Preventive Care Schedules

Mammography

- ◆ 1 baseline screening, ages 35-39
 - ◆ 1 screening per year, ages 40+
- Additional exams when medically necessary

Vision Exams: 1 exam every 2 calendar years

Hearing Exams: 1 exam every 2 calendar years

OB/GYN Exams: 1 exam per calendar year

Notes to Benefit Descriptions

- ◆ In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied.
- ◆ Home Health Care services are covered when in lieu of hospitalization. Includes infusion (IV) therapy.
- ◆ Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants. Covered services are subject to a lifetime maximum of \$1,000,000.
- ◆ Members are responsible for the balance of charges billed by out-of-network providers after payment for covered services has been made by Anthem Blue Cross and Blue Shield according to the Comprehensive Schedule of Professional Services.

This does not constitute your health plan or insurance policy. It is only a general description of the plan. Please refer to your Subscriber Agreement/Certificate of Coverage/Summary Booklet for more details.